



---

**Parent Policy Handbook**

**2020-2021**

Dear Parents,

It is an honor to welcome your family to Neighborhood Kids! We are excited about the upcoming preschool year and the opportunity to serve you during their formative years of your child's growth and development. We take seriously your decision to entrust us with the care of your precious little one! Our desire is to provide a safe supportive and fun experience where your child can grow and learn in a loving and happy Christian environment.

We believe that when parents and our preschool partner together your child will receive the best care and education. The key to that partnership is effective communication.

The purpose of our handbook is to highlight issues that may arise during the school year. Please feel free to contact us if you need any assistance beyond which this handbook does not cover. If any of our policies change, you will be notified in writing.

Once, again, we are grateful for you enrolling your child at Neighborhood Kids. Your family and your child are our priority. We look forward to serving you.

In His service,

Neighborhood Kids Administration Staff  
2995 Greenbriar Blvd  
Wellington, FL 33414

1040 Wellington Trace  
Wellington, FL 33414

## Our Programs

### **Infants (4 months - 1 year)**

At Neighborhood Kids, infants are cared for in a nurturing and loving environment. In a child's early years, each day is important. We implement a daily schedule of events from indoor to outdoor activities through which your infant's teacher will encourage your child to develop their hand-eye coordination, as well as fine and gross motor skills. This is all accomplished through playtime by grasping objects, sitting, crawling, and eventually walking.

### **Toddlers (1 year - 2 years)**

Toddlers are active explorers. They eagerly try new things and use materials in different ways. We encourage our toddlers to develop social skills as well as intellectual skills. We implement a daily schedule of events from indoor to outdoor activities for each child according to their development level. We offer different centers which allow children to move freely and explore areas of individual interest and at the same time constantly being supervised by the teacher. Some areas covered by these are divided into six major categories: Fine motor, gross motor, intellectual, social/emotional, language and independence.

### **Two Years (2 years - 3 years)**

Our Two-year -old program is based on an environment that fosters cognitive as well as physical, emotional and social development. They learn, share, and explore the world around them. This two-year-old classroom is filled with an abundance of energy and excitement. Children engage in a variety of activities which offer diversified opportunities to learn. The classroom, curriculum and daily activities are designed to allow for children's experimentation and exploration in many areas including creative activities, dramatic play, sensorimotor skills, the community and their environment. Our program offers a pre-reading and writing, phonemic awareness via songs through our Abeka curriculum. Your children will be introduced to numbers, colors, shapes and the opportunity to express their maximum creativity through art, music and movement. This program teaches each child what is needed to know in order to move on to the next stage which is the Preschool-Age.

### **Preschoolers (3 years - 4 years)**

At this stage, preschoolers are exploring everything and anything around them. They gain more self-esteem and are ready to take on the world. Children are encouraged to develop skills in self-direction and the ability to make choices and decisions. We offer independent exploration, structured activities and hands-on learning approach. At this stage, children will work on early literacy preparing them for Pre-K. Letter and number recognition are just one of the areas mastered. Preschoolers enjoy spending time with other children their own age and becoming involved in group activities. Preschoolers are given the tools to explore while at the same time learning. We enhance confidence to help children become problem-solvers and lifelong learners.

### **Pre-Kindergarten (4 years - 5 years)**

Our Pre-kindergarten and VPK Program are godesigned to help students become familiar with the structure and format of a kindergarten school day. Children approach the world at this age with curiosity and actively enter conversations to discuss ideas, thoughts and their ideas. This program will prepare children by developing their learning in language, math, and reasoning, while continuing to extend his or her building of social and emotional skills. Skills necessary to succeed are incorporated into their weekly curriculum. We follow the guidelines through the Florida VPK standards. We believe that with the teacher and parent working together the transition to Kindergarten will be smooth and a successful one.

### **Classroom and Elementary Transition:**

The classroom teaching staff is the first step on the long road to transitioning our children room classroom to classroom or Pre-K to Kindergarten. We must understand this is a BIG STEP for the children in our care as well as parents. Our program wants to assist in the smooth transitioning of the child and have created a preparation process to ensure that all parties involved are happy.

Classroom to classroom transitions will take place at the end of the school year or when the new school year begins in August. Before we begin the process, the children will visit the new classroom and be introduced to the new teacher and the classroom learning centers. This will happen once a week for the last month the child will be in the current classroom.

Pre-K to Kindergarten transitioning will be done by reading books with children about elementary school, talking about elementary school, using real photographs of an elementary school day. As the children prepare for the transition parents will be provided information on the local kindergarten “Round Ups” registration dates.

**Recess and Physical Activity:** All children ages infant to five years old will have 30 minutes of outside physical activity morning and afternoon. If the weather does not permit, we will have physical activity inside the center.

### **Spiritual Life:**

Neighborhood Kids is a faith-based environment where students’ spiritual lives can develop and thrive. We accept and love every student irrespective of background or beliefs. Examples of how we incorporate spiritual growth include a fun annual Christmas performance, biblical integration into academic curricula and prayer. Beginning January 4<sup>th</sup>, 2021 we will have fun and engaging weekly Chapel services to students from two years old through prekindergarten.

### **Curriculum:**

Neighborhood Kids Preschool offers Creative Curriculum (July 2020 Edition), an Early Learning Coalition of Palm Beach County approved primary education academic curricula. As a supplement, we also utilize Abeka, a nationally recognized Christian faith-based curricula. We believe a successful education is centered on curriculum.

**The Creative Curriculum** for preschool artfully balances good child development principles while integrated content and skill development. It is a valuable learning tool for our early childcare program in our effort to ensure that our preschool children are motivated, caring, confident, and successful. We value the role of play in children’s learning along with the need for outcomes and accountability. This is a fun and highly effective learning program.

**ABEKA** has a six-step program to teach reading skills by using a phonetic approach:

- Learn to recognize the short vowels and their sounds.
- Learn to recognize the consonants and their sounds.
- Learn to blend.
- Learn to sound one-vowel words.
- Learn the sounds of the long vowels. Learn to sound two-vowel words.
- Learn and apply the special phonics sounds and simple.
- Art, science, pretend play, and writing.
- Bible Stories, pledges, songs and devotions.
- Weekly chapel with music and movement.
- Building Godly character traits and values.

As the reading skills develop, the four main elements of reading proficiency are emphasized:

**Parent Orientation:** New student orientations are held in August each school year for our Pre-Kindergarten/VPK classes. We also hold Curriculum Morning on this day as well for all our preschool classes.

Registration is ongoing year-round provided classroom space is available. New students that enroll after August will be given a tour of the center and go through the enrollment packet with the parents. They will meet their child’s teacher and we answer any questions they have. School tours are given daily from 9:00am – 5:00pm.

**Mission Statement:** Our mission is to partner with parents and their families to empower every child to discover and reach their potential in a nurturing and supportive environment.

**Philosophy:** We are dedicated to ensuring that every child develops socially, emotionally, spiritually and academically. Our vision is to build a strong foundation for the next generation.

### Our Values

**Excellence:** We strive to teach young children the importance of character and integrity along with academic excellence through superior and supportive early learning programs.

**Growth:** We strive to promote an environment where all children grow their awareness and understanding of biblical principles of love, honesty, kindness, peace, self-discipline, and respect.

**Potential:** We believe that every child is created with unique gifts and talents that have the potential to make a positive impact in the world. Our goal is to empower every child to discover that potential. We believe that a child's greatest potential lies in developing their self-confidence and skills in an encouraging and fun environment.

**Partnership:** We believe a collaborative relationship between Neighborhood Kids and parents is vital to the healthy development of every child's social, emotional, educational and spiritual growth. Through transparent communication along with parental engagement in activities and events, every child will achieve maximum opportunity for success in early childhood and beyond.

**Truth:** We believe that teaching every child about the truth of God's love empowers them to become the person they were created to be.

#### **Accreditation:**

Neighborhood Kids is accredited by National Early Childhood Program Accreditation (NECPA) and the Florida Gold Seal Quality Care Program.

#### **State Requirements:**

All Neighborhood Kids employees meet or exceed the approved standards for education and experience set forth by the State of Florida and Palm Beach County. Our employees are background checked and reference checked before beginning employment. All staff are also required to be CPR/First Aid Certified.

#### **Non-discrimination Policy:**

At Neighborhood Kids we promote diversity, differences and a uniqueness among us. At no time will Neighborhood Kids discriminate against any child or family based on race, ethnicity, color, national origin, sex, religion, or disabilities. We admit all students into our program and all activities will be made available to them at the school.

#### **Hours of Operation:**

Neighborhood Kids Preschool is open 6:30 am to 6:00 pm Monday through Friday twelve (12) months of the year except holidays we observe.

#### **Holidays we observe:**

**President's Day**  
**Good Friday**  
**Memorial Day**  
**4<sup>th</sup> of July**  
**Labor Day**  
**Vetern's Day**  
**Thanksgiving (Thursday and Friday)**  
**Christmas Eve**  
**Christmas Day**  
**New Years Eve**  
**New Years Day**  
**Martin Luther King Jr.**

#### **Registration:**

Registration is ongoing year round provided classroom space is available. School tours are given from 8 am – 5 pm daily. All children must be enrolled before attending. All forms must be completed prior to your child's first day (per state licensing requirements).

- Signed and completed registration packet.(Parents' information, emergency contact information, emergency medical treatment authorization form, physican's name and phone number, allergies, authorization to release form other than parent, development history.)
- Registration fee and book/supply fee due annually (non-refundable)
- Palm Beach County Medical Examination Form
- Florida Health Student Examination Form

#### **Health and Safety forms:**

Each child must have a Palm Beach County Medical Examination form and Florida Health Student Examination pertussis, tetanus, poliomyelitis, rubella, or mumps (DTAP, MMR, Polio, Hib, HepB, Varicella). **All forms are due the first day of school** completed by a Florida physician which shall include a Certificate of Immunization for the prevention of diphtheria, **and it is the parent's responsibility to keep the forms updated. A child whose form is not update will be not be able to return until the forms are current.**

#### **Drop Off/Pick-up Policy:**

All children must be signed in and out by a responsible adult of 18 years old or older. Students should arrive no later than 8:30 to receive the full advantage of the academics and activities planned for the day. For the safety of the children, please remain outside the classroom when dropping off or picking up. Your child's teacher will greet you at the door.

Proper I.D. will be requested if we are not familiar with the person picking up. Neighborhood Kids **WILL NOT** release any child to an unauthorized person. We understand emergencies happen; therefore, parents must communicate through written and signed form if someone other than those authorized will be picking up your child. Our preschool will not release a child to any adult who is believed to be intoxicated or impaired.

#### **Late Pickup:**

A \$5.00 per minute late fee is incurred after 3:00 pm for those students enrolled 7:00 am - 3:00 pm. We close promptly at 6:00 pm and a \$5.00 per minute late fee is incurred and is payable upon pickup of your child.

#### **Tuition:**

Neighborhood Kids tuiton fees are charged monthly. Tuition is due by the 1st of every month with a grace period til the 5<sup>th</sup> of the month. After the 5<sup>th</sup> there will be a late fee of \$35.00; after the 10<sup>th</sup> there will be a charge of \$1.00 per day.

A One Time Credit Card Authorization form is mandatory. This form will only be charged in the case a student withdraws without proper notice and a balance is due. By signing this form, you acknowledge that a charge of up to \$1,500 per student is allowed if needed on your credit card.

Automatic withdrawal for monthly tuition and charges is available if you so wish. Please fill out the appropriate form at the front desk for this payment option.

There are **no** reimbursements/discounts for days missed due to illness, absences, vacations or the school being closed for holidays, weather, or emergencies. Any parent withdrawing their child from Neighborhood Kids is required to give a **THIRTY DAY (30) notice in writing**, otherwise the tuition fee of 30 days will be charged. Attendance for any part of the month (even one day) is considered the same as the entire month and is the financial responsibility of the parent.

**If a tuition is past due after the 10<sup>th</sup> day of the current month parents will not be able to bring their child until balance has been paid in full.**

### **Non-Sufficient Funds**

A NSF fee of \$35.00 will be assessed when a payment cannot be withdrawn or check returned. Failure to promptly provide the tuition due can result in your child's enrollment termination here Neighborhood Kids.

If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved.

**THE REGISTRATION FEE AND SUMMER ACTIVITY FEE ARE NON-REFUNDABLE, NON-TRANSFERABLE, AND PAID YEARLY.**

### **Meals: Snack Time/Lunch Time:**

- Breakfast may be brought and eaten at school at mid-morning (9:00 am) snack time.
- We have a variety of nutritional snacks that are provided at mid-morning and mid-afternoon snack time. For parents who provide lunch and snacks, we ask you to provide healthy and nutritious food.
- Three years and under no candy, popcorn, and peanuts. All fruit, cheese, and meat **MUST** be cut up in small bite-sized pieces.
- Two years of age and under, please meet with your teacher about the introduction of food.
- All staff wear food handler gloves when serving food.
- An all-natural /organic HOT lunch is catered and brought to the school daily. Cost of the lunch is \$5.00 per day. Orders must be placed by the 15<sup>th</sup> of the month for the following month. Deadline to order weekly is by Wednesday before the following week.

### **Uniforms:**

At Neighborhood Kids, uniforms for all preschool children from the ages three and up are **MANDATORY**. Our uniform vendor is Jonathan Reed School Uniforms. You can order on their website [jonathanreed.com](http://jonathanreed.com). If a student does not have one on, we will provide one for your student and your account will be charged. See front desk for more information. We also require each child wear closed-toe shoes. This is for your child's protection and safety. We ask that you keep a change of clothes labeled with your child's name in their cubby. (extra clothes do not need to be uniform)

**TOPS:** Polo shirts are to be worn Monday – Thursday. For girls, dresses are available. On Fridays, students can wear their spirit shirts .

**BOTTOMS:** Shorts and pants are optional. Jonathan Reed has options shorts and skirts.

**OUTERWARE;** Jackets and sweaters may be purchased as well from Jonathan Reed.

### **Allergies:**

Please give special information relating to food, medication, allergies, and/or emotional needs. **THE SCHOOL DOES SERVE PEANUT BUTTER FOR SNACKS** and/or emergency lunches (also, foods that may contain peanut products) with prior permission.

In the event of an accident or emergency, every effort will be made to notify you immediately. However, if you cannot be contacted, we will call those persons listed on this registration form. In case your child requires immediate medical attention, we will have your child transported via ambulance to the Emergency Room.

### **Sick Child Policy**

If your child has been absent due to a serious illness and/or has been hospitalized for an illness or surgery, we **MUST** have a letter from the physician stating the date your child may return to school and resume a full activity level. Without this letter your child will not be permitted to return to school.

### **Contagious Illness:**

If a child becomes ill (displays any signs or symptoms described in our illness policy), the teacher will notify the Director and the child **will** be removed from the classroom and placed in our isolation area until the parent can be reached. The center will take the appropriate steps to notify other parents in the class as well as cleaning and sanitizing the classroom where the child was in attendance. We notify the families by posting notices on the front office door as we post any communicable illness that has been identified in our program (influenza, chicken pox, scarlet fever, etc.).

**\*NOTE:** Notify the school if your child has been exposed to a communicable disease immediately, including exposure to anyone that has tested positive for COVID-19/

### **Please Keep your child home if:**

- Running a fever – 100 degrees or higher.
- Has any discharge from nose, eyes or ears.
- Diarrhea/Vomiting
- Has symptoms of a possible communicable disease.
- Generally, not feeling like him/herself.

### **24 Hour Symptom-free Rule**

**Neighborhood Kids** requires that your child be free of symptoms of illness: fever, diarrhea, or vomiting for at least 24 hours without the aid of medication. Please keep in mind if we send your child home because of illness, the child will not be admitted back to school the next day because the 24 hour period will not have lapsed. Do not rush a child's return to school following an illness. The school reserves the right to require a doctor's statement before the child can be re-admitted to the school.

### **Prescription Medication**

PRESCRIPTION MEDICATION ONLY will be given ONE TIME a day at lunch in accordance with these rules:

1. It must be in the Original Prescription bottle, labeled with the child's name, name of medicine, dosage, name of the doctor and the current date.
2. A medication permission form must be completed and signed by the parent or guardian.
3. We DO NOT administer eye or ear drops at any time. Over-the-counter medication that does not meet the above requirements including aspirin, vitamins, and cough preparations will not be given.
4. The center shall have no responsibility of any kind whatsoever for failure to provide requested prescription medication or for any adverse reactions caused by the administration of such prescription medication.

### **Our Guidance Policy and Behavioral Management Philosophy**

At **Neighborhood Kids** we believe in positive redirection and reinforcement, through clearly defined guidelines. Our school provides a caring, loving, and nurturing learning environment. Positive guidance techniques such as praise, leadership, manners, character, and integrity will also be taught.

Please be advised of the following:

- Children will not be subjected to discipline that is severe, humiliating, or frightening.
- No cruel, harsh, physical, or unusual punishments shall be permitted.
- No child shall be delegated / permitted to discipline another child.
- No child shall be punished by with-holding food, rest, or use of the toilet, including failure to eat, sleep, or toileting accidents.
- No physical restraints, equipment, devices, or furniture shall be used to confine a child, including, without limitation, swings, walkers, and spinners.
- No child shall be confined in an enclosed area, such as a closet, locked room, box, or bathroom.
- No child shall be subjected to profane language, threats, derogatory remarks, or other verbal abuse.
- No physical punishment shall be used, such as, but not limited to, spanking, hitting, striking, biting, or pinching.
- No child shall be threatened with any punishment that is prohibited by this paragraph.
- For the safety and welfare of all children, Neighborhood Kids reserves the right to suspend and/or expel a child from the facility. Therefore, if all strategies fail to cease the aggressive behavior, termination of enrollment may occur.

#### **Biting:**

We understand that biting is a normal part of a child's development, we will work quickly and efficiently with our parents to resolve the matter. If there are 3 bites reported in one day, the incident will result in a one (1) day suspension from the program. If the child is 3 years old and older, three (3) reported biting incidents will result in termination of enrollment and payments made will NOT be refunded or given credit for.

It is the responsibility of Neighborhood Kids to guarantee the safety of all children and staff. If a child's behavior puts other children or staff in jeopardy, we will act regarding the removal of the child, temporarily or permanently. I, as the parent, understand these rules and regulations as outlined by the Health Department of Palm Beach County. I agree to cooperate with the policies of the school, as listed in the Parent Check List. My signature indicates that I have read the rules, regulations and Parent Check List provided by the school.

#### **School-wide Safety Rules:**

- Do not leave your purses or valuables in your car when dropping off/picking up your child. Preschools are prime targets for "smash and grabs."
- Do not leave any children, including elementary school age children, unattended in the car while dropping off/picking up your child.
- Do not leave your car running while dropping/picking up your child.
- After your child has been signed out, he/she is your responsibility. Please hold your child's hand in the parking lot.
- Smoking is strictly prohibited on all Neighborhood Kids properties.

#### **Safety Procedures:**

At Neighborhood Kids we work extremely hard to provide your child with a SAFE environment. Safety comes first. However, part of growing up can result in bumps and bruises. Neighborhood Kids will document every injury to a child. Parents will be notified of accidents or incidents immediately or on the same day. The Injury Log will be completed by staff and must be signed by a parent. Our staff members are certified in First Aid and CPR.

#### **COVID-19/Coronavirus:**

We realize that the provision of childcare will be affected by COVID-19 health considerations. Our staff and administration are committed to the safety and well-being of every child, family member, and Neighborhood Kids team member. We continue to adhere to the Florida Department of Health and Florida Department of Children and Families as well as the CDC. Your family can remain confident in our continued diligence to these guidelines.

**Hygiene:**

Every effort is made by the staff to prevent the spread of germs and HANDWASHING is the number one way to do it. The first step that will be done as your child enters their classroom is wash their hands. Children as well as staff are required to wash their hands many times throughout the day.

**Diaper and Toilet Training:**

Part of our high-level customer service at Neighborhood Kids is ensuring proper care of all children. For children still in diapers, cleanliness is an essential factor in maintaining an appropriate level of care. Therefore, diapers/pull-ups will be changed when soiled or at a minimum of every two hours.

Starting in the two-year-old program, our staff will assist your child in toilet training. We will approach this developmental milestone with patience, support, and ongoing communication.

At 18 months of age, we will work collaboratively with you on toilet learning. When you and your child are ready to begin training, please let your child's teacher know what routine and procedures you wish to have followed. Be sure to bring in extra clothing during this transitional period. Soiled clothing will be stored in a plastic bag to bring home to be cleaned.

**Naptime:**

Naps are a mandatory part of the preschool day based on the rules and regulations governing Palm Beach County. Please provide a crib sheet for the mats and a familiar cuddly blanket. Please make sure all your child's belongings are labeled. Everything will be sent home on Friday to wash and return Monday morning. Our mats are sanitized after each nap.

**Infant Safe Sleep Policy:**

1. All childcare staff working in the infant room, or childcare staff who may potentially work in the infant room, will receive training in our Infant Safe Sleep Policy.
2. Infants will always be placed on their backs to sleep.
3. The American Academy of Pediatrics recommends that infants be placed on their backs to sleep; but when infants can easily turn over from the back to the stomach, they can be allowed to adopt whatever position in which they prefer to sleep.
4. All Neighborhood Kids staff should follow this recommendation by the American Academy of Pediatrics. However, childcare staff can further discuss with parents how to address circumstances when their infants turn onto their stomachs or sides.
5. Sleeping infants must be checked periodically by staff. Staff members must be especially alert to monitor sleeping infants during the first several weeks they are in childcare.
6. Steps will be taken to keep infants from becoming too warm or overheated, including regulating the room temperature, avoiding excess bedding and by not over-dressing or over-wrapping the baby.
7. The temperature of the infant room will be kept between 68 and 72° F.
8. Neither an infant's head nor the crib in which the infant is sleeping will be covered with blankets or bedding.
9. No loose bedding, pillows, comforters, bumper pads, etc. will be used in cribs.
10. No toys or stuffed animals will be placed in cribs.
11. A safety-approved crib with a firm mattress and tight-fitting sheet will be used.
12. Only one infant will be in each crib at a time unless the center is being evacuated in an emergency.

**Open Door Policy and Family Communication:**

Neighborhood Kids Preschool encourages parent interaction as much as possible. Parents are welcome to stop by throughout the school day or volunteer in your child's classroom. If you have any concerns or comments, please feel free to speak to the director at drop off or pick-up. We want you to feel free to talk to your child's teacher at any time. If you feel the conversation is going to be lengthy, we will be happy to set up a time we can have a conference at everyone's earliest convenience.

Monthly newsletters keep parents informed of all preschool happenings and participation. In the twos, threes and fours, each child will have a “take home folder” that will go home with your child every day. Here you will find artwork, activities, and notices of events.

### **Confidentiality:**

Neighborhood Kids maintains the utmost confidentiality of each individual child and family. We respect the families’ right to privacy and will not disclose confidential information. However, by law, we must provide information pursuant to a subpoena or if a child’s welfare is at risk to the appropriate authorities.

### **Birthdays:**

Birthdays are a special occasion for young children and worthy of celebration! Parents are encouraged to send in fruit, doughnut holes, mini cup cakes, cookies/cookie sheet for their child to share with their classmates during snack time. No cakes or cupcakes allowed. Please notify the teacher in advance if you are sending in special treats. Party invitations will only be distributed if every child or every child of the same gender in the class is included.

### **Parent Code of Conduct:**

The Parent Code of Conduct sets forth the expected behaviors of parents/guardians and visitors when on school grounds. The Parent Code of Conduct is established to ensure a positive working relationship between the school, parents/guardians, and the general community. As a parent/guardian or visitor you agree to:

- Be courteous in speech and actions.
- Refrain from the use of profanity when talking with school personnel.
- Refrain from use of physical contact or force when meeting with school personnel or when on school property always.
- Never demonstrate threatening or abusive behavior or use foul language.
- Any conduct that causes a disruption with the school function or activity or interferes with the health, safety or right of others is prohibited.

### **Consequences:**

Consequences will be enforced by the school director when the Parent Code of Conduct is not followed. Any abusive or profane language or physical contact with employees or children among visitors will result in charges being filed and the parties will be issued a no-trespassing notice. Additionally, the local law enforcement department will be contacted in the event of any physical or verbal abuse.

### **Drills and Evacuations:**

Emergency drills are mandatory by law and are conducted monthly to prepare the child should an emergency arise. Our school is equipped with a fire alarm system, and fire extinguishers. Infants are placed in evacuation cribs and exited by the staff. Staff will take an attendance record with them and attendance is taken outside to make sure all the children are accounted for. No one can enter the building until a final sweep and clearance has been given to return to the inside of the building.

### **Hurricane Emergency:**

Due to the recent increase in activity during Hurricane Season and the predicted continuation of very active seasons, Neighborhood Kids has adopted the following hurricane policy.

Prior to a hurricane we will follow the Palm Beach County School Board school closings. If the public schools are closed due to inclement weather, we will be closed. After the storm, as a courtesy to our many parents who must return to work immediately, our school will reopen as soon as the facility is deemed operational by the Health Department, and regardless of the public-school closures. If our school is closed for an entire week during the academic school year (August through May), half of your child’s regular tuition is due (if you regularly pay \$160.00, then \$80.00 is due). If we open partially during a week, you are responsible for your child’s scheduled days of attendance that the school was operational. For example: If your child attends Mondays, Wednesdays, and Fridays, and our school was open only from Wednesday through Friday, your tuition responsibility is a two-day rate. During our summer months (June –July), you are

only responsible for tuition on the days that you child physically attends school, regardless of scheduled days and school closures.

**Evacuation Disaster Plan:**

The Palm Beach County Health Department requires us to have an evacuation plan in case of a disaster. Our evacuation destination is at the Dog Park on the corner of Greenbriar Blvd and Aero Club Drive, north of the school. This number is ONLY to be used in case of DISASTER (561)685-8458 or (561)846-1839.

**School Photo Policy:**

Children are often photographed or videoed by staff or other parents at Neighborhood Kids during regular class activities, special events, or scheduled field trips. On occasion, photographs or video may be used in company promotional materials, including, but not limited to, our website, ads, brochures, etc. Here at Neighborhood Kids, we reserve the right to use photography of your child for media purposes.

**Curriculum Enrichment:** I give permission for my child to receive curriculum enrichment programs including, but not limited to, physical fitness (Karate, dance), fine arts (art, music, science, cultural/environmental presentations), and language exposure (foreign language, story time).

**Reporting Abuse and Neglect:**

**Neighborhood Kids** is responsible for reporting any sign of child abuse and/or neglect. We will comply with all aspects of Chapter 415 Florida Statutes protects children from abuse and/or neglect. Florida law legally obligates professionals working with children to report any suspected case of child abuse and/or neglect. If a parent suspects child abuse and/or neglect, please contact the Department of Children & Families at 1-800-96-ABUSE.

**Parent Handbook Acknowledgement**

I, \_\_\_\_\_ have read, received and agree to abide by the Neighborhood Kids Preschool policies and procedures contained in this handbook. I understand that failure to abide may result in my child's enrollment termination. Disregard of center policies can include but are not limited to ignoring state licensing rules and regulation; not keeping your tuition account current by paying ahead; aggressive, loud, and argumentative interactions with the school employees.

I give permission to share my child's assessments, progress reports, observation notes, screening, documentation, medical information including injury and illness logs and any other information needed by local and state licensing agencies, national accreditation representatives and other childcare governing officials as it pertains to my child's records held by the center.

Above all, Neighborhood Kids Preschool reserves the right to maintain a harmonious and safe environment for the children. Our goal is to bring about collaboration between the home and the school in ways that enhance your child's development.

I understand that the policies and procedures described in it are subject to change at the sole discretion of Neighborhood Kids at any time.

Please sign and date and return it to the front office:

**By signing, I agree to all terms and conditions:**

Parent/Guardian's Printed Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_